

Bmk. No. A-02

Assistant Master, Hopper Dredge, WJ-5782-15

MAJOR DUTIES

Serves as Assistant Master of a self-propelled, sea-going, hopper dredge engaged in 24 hours per day/7 days per week dredging activities. As the "Second in Command", relieves superior of the necessity for personally directing routine operational activities. When serving as "Acting Master", is fully responsible for all aspects of the on-site management of the operation of the dredge. (80%). In the absence of the Master, plans and directs the operation, maintenance, and navigation of the vessel as well as the activities of 54-57 licensed and unlicensed crew. Working through key subordinate supervisors, incumbent is responsible for the oversight and direction of the work and other activities of employees in the Deck, Engine, and Galley Departments.

1. As Acting Master, establishes and/or enforces operating policies, practices, standards, etc., required to be observed by the crew during work and non-working hours, while on board the dredge and in direct transit between the vessel and shore facilities; issues oral or written orders, directives, assignments, or other instructions covering the above requirements. Oversees the maintenance of good order and discipline by accomplishing regular and special inspections of quarters, work areas, galley, stores and storerooms, engine room, pump room, auxiliary and deck equipment, etc., to assure that they and the vessel as a whole are maintained in an orderly, safe, sanitary, and generally seaworthy condition. Performs a wide variety of administrative tasks such as preparing and/or reviewing operating reports, conducting safety meetings and required drills, overseeing the maintenance of the ship's log, initiating and/or approving requisitions, etc. Initiates and/or reviews such personnel management activities as performance ratings, personnel action requests, disciplinary actions, training, employee selections, work and leave schedules, etc. Provides equal opportunity for all employees supervised, regardless of race, color, religion, sex, handicap, age, or national origin; and affords minorities and women full consideration in employment and in personnel policies and practices.

2. As the Assistant Master and next senior deck officer, is in immediate charge of the direction of Deck Department and coordinates routine operational activities of the dredge, thereby providing the Master with the time to concentrate on long-term planning and more difficult management problems. Also, is particularly concerned with overseeing the accomplishment of dredging activities; plans and lays out work, conferring with Mates and other involved employees to assure that work plans and charts are fully understood, and that the dredging is accomplished in accordance with specifications. Works closely with Chief Mate to plan and implement routine deck maintenance and repair work; provides technical assistance, if needed, in directing or accomplishing major repairs to deck machinery and equipment; coordinates and oversees lay-day and similar activities. Works with Chief Mate and Boatswain to prepare list of recommended repair and replacement items for shipyard refit. Coordinates Deck Department activities with those of the other two departments to assure smooth and cooperative operations; attempts to resolve all interdepartmental and operating problems not requiring the personal attention of the Master.

3. Performs other duties as assigned

SKILLS AND KNOWLEDGES

Must possess U.S. Coast Guard license for the specific vessel, as Master of seagoing vessels. In addition to the appropriate nautical rules of the road, the most fully utilized license functional areas are piloting, seamanship including shiphandling, and tides and currents. There is a requirement for knowledge of dredging operations. Must possess the ability to understand principles of operation of automated dredging and related mechanical systems. Must be capable of being trained in the operation, troubleshooting, and repairs of electronic-mechanical systems. Must be able to operate the maintenance system and to develop a knowledge of regulations required for proper personnel administration and procurement of supplies.

RESPONSIBILITY

Works under general administrative supervision. The majority of assignments are carried out at locations remote from the operating District. The dredge is assigned to a specific project to be dredged and incumbent is furnished charts and other data specifying the amount and limits of dredging. Regulatory controls or guides include Navigation rules and regulations prescribed by the U.S. Coast Guard, District policies published in Circulars, Memoranda, Special Orders, letter directives, dredging charts, and established ranges and years of experience with dredging reports and occasional inspections of the physical operations. Overall performance is evaluated in terms of performance appraisal standards established by the supervisor. When acting as the Master, has exceptionally wide latitude for exercising independent technical judgment on matters pertaining to ship-handling and marine practices; is also relied upon to employ considerable managerial and supervisory initiative in planning and directing the operations of the dredge and activities of her crew.

Supplemental guidance and assistance is generally readily available on major problems or matters which require special authorizations, are extremely controversial or of a policy nature, deviate significantly from established plans and/or procedures, or which require extensive coordination with other organizations.

WORKING CONDITIONS

Spends most of the time on the bridge or in the office. Occasionally is exposed to weather conditions, heat, and noise when making inspection tours. Danger of drowning is limited to accidents. There is danger from traffic hazards, particularly in foggy weather and at night. There is danger of slippery decks and drowning.

PHYSICAL EFFORT

Light to moderate physical effort is required for continuous standing and operation of various controls while on watch. Incumbent must have color and depth perception and be able to see in low visibility conditions in order to navigate a dredge.